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THE FRIDAY LETTER

Vol. 13 No. 3

Published by USDA's Food and Nutrition Service

February 8, 1991

FNS Employees Recognized for Volunteer Services

On February 4, 19 FNS employees, and 1 former FNS employee, were honored for their volunteerism. Each employee was recognized by Secretary **Yeutter** for their volunteer services. In the letters from **Yeutter** he said, "I am proud of the exceptional individual who are part of our community at the Department of Agriculture. Through your efforts, life for many has been made better."

The Honorees...

Carl R. Castle, HQ-FDD, for volunteer service with the Hospices of Northern Virginia. **Carl** provides car and assistance to terminally ill patients and their families.

Paul Kath, Minneapolis Computer Support Center, for volunteer services in helping children and the disabled through the Firearm's Safety Program, the Young Waterfowler's Program and Capable Partners.

Patricia E. McHenry, HQ-FSP, for volunteer service with the Fairfax Hospital Auxiliary Volunteer Program. On weekends, **Patricia** provides services that help Fairfax Hospital pro-

vide equipment and services to the public.

Mazle Murphy, formerly of HQ-FMD, for volunteer service with the University of Maryland's Cooperative Extension Service. **Mazle** provides financial counseling to Maryland residents.

Martha A. Poolton, HQ-NTSD, for volunteer service with the Soroptimist International of Alexandria, Virginia.



Martha proposed that this club adopt a group home for the mentally retarded to provide caring relationships with the residents.

K. Dale Wingo, HQ-FDD, for volunteer service with the Clinton, Maryland Lions Club. **Dale** assists in many fund raising activities that include providing food for the needy, helping families during emergencies and

providing eye exams and eye glasses for children and adults in need of assistance.

Susan E. Hilberg, MARO, for volunteer service with the New Jersey State Library for the Blind and Handicapped, and the Hyacinth Foundation. Among many things, **Susan** provides support services to people with AIDS, their relatives, friends and caretakers.

Marsha and Rafael Zambrano, MPRO, for many volunteer services in the Denver area, including SHARE Colorado which provides food package distributions; Wilderness on Wheels, to help build a handicap-accessible wilderness area in the Colorado mountains.

John Merz, Don DeBoer, Evle Ashmore, Monica Blattner, Darlene Sanchez, June Clalborn, Ron Uilbarl, Willie McWashington, Bart Bushman, Rosa Bell, Sharon Bates, all from MPRO, for painting the home of an elderly Denver couple as part of the 1990 Brothers Redevelopment Annual Paint-a-thon. Brothers Redevelopment provides assistance to needy, disabled and elderly citizens help in maintaining their homes.

Senior Managers Meet in Alexandria, Virginia

The second Senior Managers' Meeting of the Year was held on February 5 - 6 at the Radisson Plaza hotel in Alexandria.

The meeting covered a wide range of topics, including progress updates on the Agency's Financial, IRM, and Work Force Diversity-related initiatives. Special discussions were also held on State Economic conditions and FNS's role in providing support to States with weakened economies and the budgetary outlook for the

Agency for the remainder of 1991 and 1992.

The meeting was highlighted by four keynote presentations by Headquarter representatives from the Department of Health and Human Services. Joining the Senior Managers were: **Louis D. Enoff**, Deputy Commissioner for Programs, Social Security Administration; **Mark Ragan**, Child Care Task Force Team Leader, Office of the Assistant Secretary, Family Support Administra-

tion; **Ann Prendergast**, Chief Nutritionist, Maternal and Child Health Bureau, Office of the Assistant Secretary for Health; and **Tim Wapato**, Commissioner for the Administration on Native Americans, Office of the Assistant Secretary for Human Development Services. All four provided highly informative and diverting views of current issues before their respective Agencies. The session was moderated by Assistant Secretary **Catherine Bertini**.

Training for Top Managers

by **Judith Lombard**

Phyllis Gault, Acting Deputy Administrator, FSP, and **Steve Carlson**, Director, Family Programs Staff, OAE, recently completed Leadership for a Democratic Society, an intensive 4-week executive development program offered by the Federal Executive Institute (FEI) in Charlottesville, Virginia. **Ted Bell**, Director, Personnel Division, will attend in March 1991. The program is specially designed for key Federal executives, and participation is limited to members of the Senior Executive Service and to high potential GM-15 managers.

This unique Federal sector training program emphasizes a performance based approach to executive development. During the first two weeks, students are required to take a number of core courses, including Constitutional Literacy, Ethics, Managing Among Multiple and Conflicting Values and Power Centers, and Personal and Interpersonal Effectiveness. Then they must select a number of elective courses, such as Managing Institutional Relationships, Leadership and Work Group Effectiveness, and Executive Writing. In each class, managers are assigned to learning teams. The teams are given comprehensive projects to complete which they present to a jury of their peers for evaluation. Throughout the program, participants have their leadership potential assessed. Their final product is a career development/learning plan. Upon completion of the program, graduates become eligible to attend follow-up courses offered in Washington and in Charlottesville.

FNS has utilized this program for a number of years. Personnel Division advertises the program annually, candidates submit applications, and selections are made by the Administrator. Recent graduates include **Forrest Moore**, Deputy Administrator, MPRO; **Albertha Frost**, Director, Food Distribution

Speaking personally...

The results are in from the Work Force Diversity Teleconference evaluation, and I'm happy to say that we have apparently succeeded in educating the Agency on what this important initiative is all about! Over 900 evaluations were returned, and over half of them contained comments and questions. I appreciate your input! You'll find the complete results of the evaluation on the following page, but a few interesting facts should be highlighted:

--Over 75% reported that their knowledge of the Work Force Diversity Initiative increased;

--Nearly one-third reported that they are now more supportive of the initiative than they were before the teleconference;

--Nearly two-thirds felt that the material presented was appropriate in scope, and nearly 90% felt that the presentations were good-to-excellent;

--Nearly two-thirds felt that teleconferences are a good means of communicating with FNS employees--although there was concern (and rightly so) that cost should be an important factor when discussing the need for a teleconference.

Based on the evaluation results, it would seem that the folks at Headquarters will be the most skeptical as we pursue this initiative. That's okay--we're moving forward in this area positively and productively, and there will always be room on the bandwagon no matter when people want to jump on!

The evaluation results also show that there are some concerns that we need to continue to address: that Work Force Diversity is really a quota system, and that it will negatively affect white males. Absolutely not: work force diversity means that we all--supervisors and non-supervisors alike--need to recognize and appreciate the different cultural identities that make up our Agency. As we seek to develop our existing work force and recruit new employees, the emphasis should always be on hiring/developing the best possible employees, whether that means a black female, a white male, an Hispanic male, or an Asian female. What's important is that none of us blind ourselves to recognizing the best qualities in people simply because of their background.

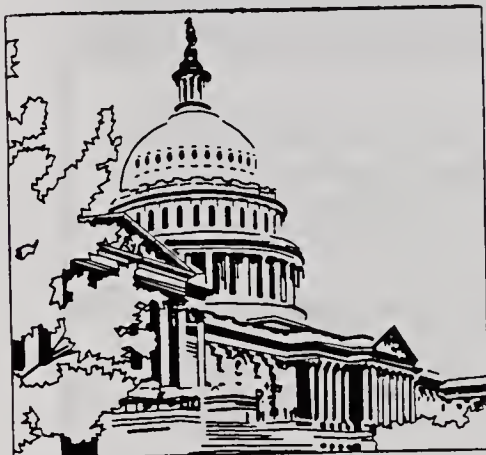
Betty Jo

Program, Special Nutrition Programs; **Christy Schmlidt**, Deputy Director, Office of Analysis and Evaluation; **Bonny O'Neill**, Assistant Deputy Administrator, Food Stamp Program; and **Michael Montgomery**, Acting Regional Administrator, SWRO.



WORK FORCE DIVERSITY TELECONFERENCE EVALUATION RESULTS

	TOTAL AGENCY	HEAD QUARTERS	REGIONS	FIELD OFFICES	OTHER SITES
<i>Approximate percentage of evaluations returned:</i>	57%	28%	71%	74%	82%
<i>My knowledge about Work Force Diversity increased:</i>	77%	71%	78%	79%	71%
<i>I am now more supportive of this initiative:</i>	28%	20%	30%	28%	25%
<i>I am now less supportive of this initiative:</i>	6%	12%	3%	8%	13%
<i>I have learned how this initiative will affect me:</i>	31%	24%	33%	35%	23%
<i>The material presented was too detailed:</i>	9%	12%	10%	5%	5%
-- <i>was appropriate in scope:</i>	62%	42%	65%	68%	64%
-- <i>was too broad:</i>	19%	26%	17%	18%	25%
-- <i>no comment:</i>	10%	20%	8%	9%	6%
<i>The presentation of the material was excellent:</i>	41%	37%	43%	41%	39%
-- <i>was adequate:</i>	48%	42%	48%	52%	54%
-- <i>was poor:</i>	4%	8%	2%	4%	5%
-- <i>no comment:</i>	8%	13%	7%	3%	2%
<i>I feel this teleconference was very worthwhile:</i>	24%	16%	26%	25%	30%
-- <i>was not worthwhile:</i>	9%	20%	7%	6%	13%
-- <i>too early to predict:</i>	62%	58%	63%	66%	55%
-- <i>no comment:</i>	5%	6%	4%	3%	2%
<i>As a means of communicating with FNS employees, my reaction to teleconferences is favorable:</i>	62%	55%	65%	60%	68%
-- <i>is unfavorable:</i>	15%	24%	13%	14%	9%
-- <i>no opinion:</i>	15%	10%	15%	19%	14%
-- <i>no comment:</i>	8%	11%	7%	7%	9%
<i>Percent of people who provided comments:</i>	55%	74%	55%	47%	38%
<i>Of the comments received, the percent which --</i>					
<i>Were supportive:</i>	29%	20%	32%	29%	29%
<i>Were unsupportive:</i>	15%	22%	12%	13%	29%
<i>Complained about the contractor:</i>	14%	22%	12%	9%	10%
<i>Were mixed reactions/miscellaneous:</i>	37%	30%	40%	41%	19%
<i>Concerned that white males are "left out":</i>	3%	1%	3%	4%	10%
<i>Concerned that WFD means "quotas":</i>	3%	4%	1%	5%	5%



ON THE HILL...

by Bob Beard

President's Budget Goes to the Hill

This week, President **Bush** sent his proposed budget for Fis-

cal Year 1992 to the Congress for consideration. The President's message with the budget stresses several themes, including improved domestic investment, holding growth in Federal spending to approximately 2.6 percent (well below inflation) and staying consistent with the 5-year budget deficit reduction law enacted last fall.

Some major points in the FNS Budget include:

An increase of \$223 million in the WIC Program estimated to reach an additional 175,000 recipients. This would bring the WIC program level up to \$2.6 billion, with a projected participation of 4.9 million recipients per month.

A program level of \$19.6 billion for the Food Stamp Program, with a request for funding "such sums as may be necessary" recognizing continued increases in participation in the Food Stamp Program.

An emphasis on program integrity with added resources to

combat retailer abuse and for enhanced use of electronic benefit delivery in the Food Stamp Program.

A program level of \$6.5 billion in the Child Nutrition Programs, about \$500 million above last year's level to cover increases in food costs. There is also a proposal to better target benefits in the School Lunch and Breakfast programs by reducing the cost of these meals from \$0.40 and \$0.15 to \$0.30 and \$0.10 respectively for the reduced-price meals. These increased subsidies would be funded by offsetting from cash subsidies now paid for meals served to families with incomes above 185% of the poverty level.

The overall 1992 program level for FNS is \$30.4 billion, an increase of \$2.2 billion above the 1991 current estimate.

More details will be available from the Budget Division next week.



January 31, 1991

Mr. Steve Smelser, President
Agriculture Federal Credit Union
Room 1310, USDA South Building
14th and Independence Avenue
Washington, D.C. 20250

Dear Mr. Smelser:

I want to express my concern to you on behalf of the USDA employee members of the Credit Union located at the Park Office Center, in Alexandria, Virginia. There are currently five agencies of USDA located in this complex and the approximate USDA employee population of the complex is 800. I also know that there are many of our retirees and former employees who still do business at the Park Center office. Since December 1981 when the Food and Nutrition Service was established here, we worked with the Credit Union and obtained space and facilities for its function and have had uninterrupted service ever since.

Our employees received the news of the drastic cutback in service contemplated with great disappointment. The change in schedule to Monday, Wednesday and Friday 9:00 a.m. to 1:00 p.m. and Thursday payday with the same hours represents a cutback in service of 27 hours or 49 percent of what was heretofore provided per pay period. This will have a substantial impact on our employees. Furthermore, it should be noted that the majority of the workforce works the Alternate Work Schedule of 5-4-9, which provides an employee an off day every other week in a pay period. Almost 100 percent of employees who elect an off day choose a Monday or Friday. Consequently, access to the Credit Union is diminished further for these employees. Additionally, many Government holidays fall on Monday.

I have noted that our extraordinary manager, Betty Briggs, has lately been without assistance, but nevertheless seems able to keep the client traffic moving at a reasonable pace.

I respectfully request your reconsideration of the decision to curtail service to Credit Union members at Park Center.

Sincerely,

Ed Euell, President
Chapter 226, NTEU

cc: Betty Jo Nelsen
John Kasprzak



United States
Department of
Agriculture

Food and
Nutrition
Service

3101 Park Center Drive
Alexandria, VA 22302

January 30, 1991

Mr. Steven M. Smelser, President
Agriculture Federal Credit Union
U. S. Department of Agriculture
Room 1325 South Building
14th and Independence Avenues, S.W.
Washington, D.C. 20250

Dear Mr. Smelser:

It has come to my attention that the Agriculture Federal Credit Union will be making some drastic cuts in service hours to its customers at Park Office Center beginning February 11. As Administrator of the Food and Nutrition Service, the largest USDA agency at Park Office Center, and an active Credit Union Member myself, I would like an explanation for this action.

I have heard much concern among employees at Park Office Center about the curtailment of hours. For some, the Credit Union is their only banking institution, and to shorten not only the hours but also the days of service will present a hardship. Are there statistics available to show that the Credit Union is underutilized on Tuesdays and Thursdays? Are there usage figures which support the plan to shorten the banking hours on the days the Credit Union is open?

My experience with the Credit Union has always been a positive one and its convenience was the principle reason I joined. I am sure this is true for many at Park Office Center. I also know that this particular branch is used by many former and retired FNS employees who are unable to use the main office in the South Building. Parking is almost non-existent downtown and access to the building itself has recently been curtailed. I can assure you that these proposed changes in service hours will cause a large number of people to take their business elsewhere.

I would appreciate hearing from you as soon as possible. Concern is running high here at Park Office Center and I would hope that we could come to an equitable solution to this situation quickly.

I would be happy to meet and discuss this situation with you at your earliest convenience.

Sincerely,

Betty Jo Nelsen
Administrator

NOTICE...

The FNS Field Office Directory has been published and distributed. If you would like to receive extra copies, please call Elaine Morrow at the Minneapolis Computer Support Center at:

Comm. (612) 370-3320

OR

FTS 333-3320

AROUND THE COUNTRY AND PROGRAM NEWS...

MWRO Does Its Part for Operation Desert Storm

by Lisa Bauer, MWRO



Lisa Bauer (foreground) and Trish Solis finish packing the care packages for the soldiers in the Middle East.

The giving spirit was evident in the Midwest Region these past few months. From December 14 through January 17, MWRO and Field Office employees donated items and money for care packages to be sent to friends and/or relatives of MWRO and Field Office employees who are stationed overseas.

The Operation Desert Storm (Shield, when this began) Committee, which was headed by Food Stamp Food Program Specialist's **Lisa Bauer and Trish Solis**, received the names of the following six soldiers:

SGT. Sebastian Lopez, Lisa Bauer's brother-in-law

CPT. Gregory Gillman, Child Nutrition FPS

Todd Barrett's college roommate

E4. Andre White, Food Distribution FPS

Carolyn Alexander's friend

SSG. Margaret Cohn, Food Stamp FPS

Nancy Smith's friend

SSG. Chris Davis, Grand Rapids FPS Carol

Koza's (Grand Rapids FO) friend

PFC. Frank LaMar, Grand Rapids FPS

Ana Aguirre's (Grand Rapids FO) friend

MWRO staff generously donated all sorts of goodies to be put in the care packages, including books, games, cookies, candy, socks, soap, toothpaste, deodorant, pre-sweetened drink mixes, playing cards, baggies, cassette tapes, granola bars, wet wipes, shampoo, pens, paper and stationary.

With monetary donations, **Lisa and Trish** shopped for other essential items. In the end, the Operation Desert Storm committee packed six very heavy Xerox boxes with the donated items to be sent to the six recipients. The process ended on January 18, when the 25 pound boxes were carted off to the Post Office for shipping to the Middle East.

MPRO Lists Gulf Honor Roll

by Joanne Widner

The Mountain Plains Regional Office has taken note of the employees and members of their families who have joined the forces massing in the Persian Gulf area. The list will be updated as more information is received from Regional and field staff, and as additional reserve units are activated.

At present, only one employee is known to have been called to active duty--Master Sergeant **Ted Barnes** of the St. Louis, Missouri, Field Office, who is serving with the Air Force. Another field staffer,

Bob Hollowell of the Salt Lake City, Utah, Field Office, is in a reserve unit that could be called at any time.

Sharon Haider of the Bismarck Field Office reports her husband's nephew is with the Army in the Gulf area. **Ernie Coca** of the Food Stamp Program has a nephew in the Marines now serving in Saudi Arabia. **Penney Trujillo** of Personnel reports that her husband's nephew is a sergeant in the 82nd Airborne in Saudi Arabia. **Joseph Forman**, younger son of **Craig For-**

man, MPRO Public Affairs Officer, was activated recently as part of an infantry combat unit. **Joanne Widner** of Public Affairs has a grandson who is a Marine lance corporal awaiting transfer from Adak, Alaska, to the Gulf area. **Jean Liekhus** of WIC has a step-nephew serving in the Army in Saudi Arabia.

MPRO salutes these and all allied forces serving in that theatre and hopes their return will be speedy and safe.

AROUND THE COUNTRY and PROGRAM NEWS (cont.)...



Virgil Conrad visits with children at a Charleston County, South Carolina WIC Clinic.

SERO Hosts Bi-Regional WIC Meeting

State WIC Directors from both Northeast and Southeast regions recently gathered at Charleston, S.C., for a bi-regional meeting on program issues and initiatives.

SERO Regional Administrator **Virgil Conrad** and NERO Regional Administrator **Harry McLean** oversaw agenda topics which included funding/grants management, data system initiatives, the national WIC/Medicaid study, new program regulations, automation projects, the breastfeeding promotion initiative and an update on cost containment. **Conrad** and **McLean** also took this opportunity observe the Trident County Health Department WIC Program in operation. In addition to attendees from state agencies, NERO, SERO, and headquarters staff participated in the meeting.

MPRO Spearheads Federal Recycling Effort

Photo and story by Craig Forman

Five Mountain Plains FNS employees spearheaded the recent establishment of a paper recycling effort implemented at their Denver Federal building in late January. **Donna Appleton, Joyce Young, Pat Dent, Scott Palmer and Marsha Zambrano** enlisted General Services Administration's support and persuaded several other Federal agencies to participate in the recycling program. The group hopes to collect at least 1 ton of office waste paper each month. The paper will be collected and reprocessed by a major forest products firm into cardboard, paper towels, and other products.



(left to right) are Donna Appleton, Joyce Young, Pat Dent, Scott Palmer and Marsha Zambrano.

Former FNS Employee Dies in Florida

by Joe McLin

Jack Keating, who served FNS as a compliance investigator and as an officer-in-charge in the Southeast Region, died of heart failure at a Miami, Florida hospital on February 5, 1991, at the age of 64. **Jack** began his career with this Agency (then called the Consumer Food Program) following his retirement from the Air Force in 1967. He served consecutively as officer-in-charge of field offices in Tennessee, Georgia, and Florida. With the closing of the Orlando, Florida field office in 1977, where he last served as officer-in-charge, **Jack** joined the Compliance Branch as an investigator stationed in Orlando, where he served until his retirement in 1984. During his retirement years, **Jack** worked part-time as a volunteer at a local military installation assisting other retirees and military dependents. As his former supervisor, **Joe McCormack** of the Atlanta Compliance Branch office, said, "**Jack** loved people and was active in helping others until his death. He was a good friend and co-worker for 23 years and will be missed." **Jack** is survived by his wife, **Joan**, and three children.

AROUND THE COUNTRY AND PROGRAM NEWS (cont.)...

MPRO Thanked for
Santa Claus Effort*by Joanne Widner*

MPRO David Aispach received a moving thank-you letter recently from **Mary Ellen Busdicker**, director of programs for The Gathering Place, a Denver daytime shelter that gives homeless women and children a place to go during daytime hours, to eat a meal or wash up or do personal laundry, and for children to read or play games. Most homeless shelters only allow overnight refuge, so occupants must seek another place during daytime hours. Other than sitting in libraries or using restrooms in department stores, they have little chance to get indoors, much less sit down or interact as a family. MPRO employees gave new toys to The Gathering Place at its annual holiday luncheon party December 14.

Busdicker's letter said, in part, "Santa came to The Gathering Place on December 18 and gave 70 children gifts. Some of them were chosen from the group you sent to us. The rest of the gifts purchased by your employees were given to the mothers for their children to open on Christmas Day.

"The mothers were especially grateful for the opportunity to give their children 'grand new toys.' Your donations allowed each child we served over the holidays to receive a new toy.

"The guests and staff of our agency are very grateful for your support. Our Christmas 1990 was a success due to your special donations. May this year bring peace and joy to all your generous staff."



FNS shared center stage as the Federal Toastmasters Club of Boston commemorated its "Third Anniversary Celebration and Appreciation Day." NERO Deputy Administrator Miguel Valdivieso was the guest speaker on an agenda that also featured a public thank you to FNS and Administrator Harold McLean for continued support of the Toastmasters Program. Pictured: McLean accepts a commemorative plaque from Toastmaster President Tom Andresen. Andresen is also the Compliance Management Unit Coordinator in the Food Stamp Program. Accompanying the plaque was a letter from the Club officers which in part read "Thanks for the support you've given to us as well for the encouragement you've provided to our individual officers and members...you've contributed to both our collective and individual successes."



Santa Claus with some of the 70 homeless children who received new Christmas toys purchased by MPRO employees.

AROUND THE COUNTRY AND PROGRAM NEWS (cont.)...

Funds Officers Meet in New Orleans

by Art French

Funds Officers from the Human Nutrition Service and the Food and Nutrition Service along with representatives from the Office of the Inspector General and the Federal Communications Commission met at the National Finance Center (NFC) in New Orleans, January 29-31.

The purpose of the meeting was to gain a better understanding of how the NFC Administrative Payment Systems work. Representatives of NFC gave explanations of how systems operate, and discussed common problems with documents received from USDA agencies for processing through these systems. An overview of the accounting system, travel system, property system and others, provided a laymans understanding of procedures, document flow, end of year closeout, and financial reporting to Treasury.

In addition to the work sessions planned by the NFC staff, the group helped **Katie Washington** from the Budget Division staff celebrate her birthday with a Mardi Gras King Cake. A King Cake is a local tradition, and a prize is hidden in the cake. The person who finds the prize must then buy the next cake.

The meeting concluded with updates on the status of the Fiscal Year 1991 and 1992 budgets, and implementation plans for an administrative automated funds control system.



(l) to (r) John Middendorf, MCSC, Jeff Fleckenstein, WRO, Agnes Hubbard, OIG, Michelle Hightowen, SERO, Lewis Wright, SERO.

Headquarters and Regional Staff Confer to Ensure Integrity of the Food Stamp Quality Control System

by Abigail Nichols

Sixteen regional staff joined headquarters staff in Alexandria for four days of quality control meetings noon on Monday, February 4. Congratulations mixed with expressions of loss countered the news of **Duane Maddox's** planned March 9 retirement as the group convened. With that news shared, the assembled quality control experts turned to an intensive, but congenial, discussion of a variety issues. Remarks by **Betty Jo Neisen** and **Phyllis Gault** both underscored the continuing importance of a strong Quality Control system. The major agenda item was a careful look at the negative QC system to incorporate changes to reflect Congress's interest in the integrity of this system. Later in the week statisticians and QC section chiefs split up to address their specific interests in subjects as diverse as the Integrated Quality Control System and records retention in light of the Farm Bill overturn of some QC liabilities.

Meeting Participants: NERO: **Anne Christensen**, **Lonnie Pidel**, **Janice Austin**; MARO: **Gaydra Chapulis**, **Milton Stathos**; SERO: **Dick Dees**, **Jim Martin**, **Doug Perry**; MWRO: **Giida Karu**, **Susan Young**, **Celeste Ziwlciel**; SWRO: **Nancy Sullivan**, **Paul Dolan**; MPRO: **Pam Blatner**; WRO: **Larry Dana**, **Klp Houge**; Headquarters: **Duane Maddox**, **Lynn Jordan**, **James Porter**, **Thomas O'Connell**, **Charlene Simmons**, **Susan Beard**, **David Young**, **Karen Peko**, **Nick Manthos**, **Michelle Perry**, **Maurice Tracy**, **John Knaus**, **Chris Beavers**, and **Abigail Nichols**.



(l) to (r) Anne Christensen, NERO, Paul Dolan, SWRO, Tom O'Connell, HQs.

Request for Voluntary Donation of Annual Leave

The following employees are approved leave recipients:

--**Michelle Denise Humphrey**, Program Development Division

--**Brenda Dianne Hall**, Administrative Services Division

Dianne's mother and **Michelle's** grandmother is terminally ill and needs someone with her 24 hours a day. The doctor states that it takes two people at all times to care for her. **Michelle** is needed to assist her mother, **Brenda Dianne Hall**, in caring for her grandmother. As a result of this medical emergency, both employees have exhausted all available annual leave.

With **Dianne's** and **Michelle's** concurrence, FNS is seeking voluntary donations of annual leave to assist them during this period. Employees interested in donating annual leave to **Dianne** or **Michelle** should obtain from their servicing personnel office Form AD-1043, Leave Transfer Program - Donor Application. The completed form should be submitted by all employees headquartered in Alexandria, Virginia to the Personnel Division, Room 623, Park Office Center and Regional and Field Office employees should submit it to their Regional Personnel Office.

All donations will be deeply appreciated.

If you have any questions regarding the program, please contact **Ms. Alford**, Coordinator, Voluntary Leave Transfer Program, at FTS Access Code + 756-3332.

FROM THE HEALTH UNIT...

Important Reminders...

--The Blood Drive is coming up February 20 and 21. Please stop by the Health Unit, Room 218, to sign up!

--The next CPR Class is scheduled for February 28...there is only room for one person. Call 765-6000.

--Stop by and pick up the list of the exciting programs coming up.

Here's the new list of CPR mask or mouth pieces locations:

2nd floor	Retha Harrah, #206, 756-3115
3rd floor	Chris Beavers, #304, 756-3810
4th floor	Molly Lynch, #409, 756-3048
5th floor	Trish Bassett, #507, 756-3644
6th floor	First Aid Box, #618, 756-3374
7th floor	Susan English, #710, 756-3022
8th floor	Marilyn Kelly, #819, 756-3286
9th floor	Evelyn Younger, #910, 756-3220
10th floor	Sharon Wynne, #1017, 756-3730
10th floor	Mariangela Calabrese, #1008, 756-3601
11th floor	Denise Ferrell, #1310, 756-2861
PRM	Ruth McCants, #450, (bldg. next door), 756-2441



The Friday Letter Needs You!

The Friday Letter is produced by and for employees of the Food and Nutrition Service. There is no writing or reporting staff; employees with ideas for stories take responsibility for seeing that they are written and submitted by deadline. Anyone can submit a story, but each writer takes responsibility for checking facts and ensuring accuracy. To submit a story or discuss a story idea, call Darlene Barnes at (703) 756-3286.

Friday Letter Vacancy Listing by Vacancy Number

JOB TITLE	AREA OF CONSID.	SERIES	GRADE	CLOSING DATE	VACANCY NUMBER	OFFICE LOCATION
Management Analyst	(A)	GS-0343	9/11	02/12/91	91-26**	IRMD
Statistician (General)	(A-LCA)	GS-1530	11/12	02/11/91	91-32	PAD
Food Program Officer	(G)	GM-0120	15	02/19/91	91-34	MARO
Secretary Typing	(A-LCA)	GS-0318	5/6	02/12/91	91-38	PED
Secretary Typing	(A-LCA)	GS-0318	6	02/19/91	91-39	FDD
Food Program Specialist	(FNS-HQ)	GS-0120	9/11	02/19/91	91-40	FDD
Food Program Specialist	(A-LCA)	GS-0120	9/11	02/19/91	91-40 A	FDD
Systems Accountant	(A)	GS-0510	12/13	004/04/91	91-41	ACD
(3 positions may be filled)						
Secretary Typing	(A-LCA)	GS-0318	5/6	03/04/91	91-42	FDD
Management Analyst	(G-LCA)	GS-0343	12	03/05/91	91-43	PED
Food Program Specialist	(FNS-HQ)	GS-0120	7/11	03/04/91	91-44	FDD
Food Program Specialist	(A-LCA)	GS-0120	9/11	03/04/91	91-44 A	FDD
Nutritionist	(HNIS-W)	GS-0630	13	02/11/91	91-H-10	HNIS
Secretary Typing	(A-LCA)	GS-0318	3/4/5	02/25/91	91-H-06**	HNIS
Nutritionist	(HNIS-W)	GS-0630	12	02/20/91	91-H-11	HNIS

AREA OF CONSIDERATION

- (A) . . . - All Sources
- (A-LCA) - All Sources, Local Commuting Area
- (FNS-HQ) - FNS Headquarters Wide
- (G) . . . - Governmentwide
- ((G-LCA) - Governmentwide - Local Commuting Area
- (HNIS-W) - Human Nutrition Info. Service - Wide

* Extends closing date.

** Reannounced

OFFICE LOCATION

- ACD . . - Accounting Division
- PAD . . - Program Accountability Division
- IRMD . - Info. Resources Management Division
- FDD . . - Food Distribution Division
- MARO - Mid-Atlantic Regional Office
- PED . . - Personnel Division
- HNIS . - Human Nutrition Information Service

REMINDER...the drive to collect Safeway and Giant cash register receipts for computers for Van Ness School ends this month. Please don't forgot to drop them off in the box near the Mall Room. As always, thanks for your help!

**Darlene L. Barnes, Editor
and Desktop Design
Pamela D. Faith, HQs Photography**

The Friday Letter is published every two weeks by the Public Information Staff of the Food and Nutrition Service. To update your mailing address or to alter the number of copies you receive, please mail your changes to FNS Public Information Staff, 3101 Park Center Drive, Room 819, Alexandria, Virginia 22302. Telephone: 703/756-3286

Upcoming Events

February

- 12 - POC Toastmasters, 12-1, 4th flr. conf. rm.
- 13 - Black Film Fest
- 14 - Don't Forget Your Sweetheart...Happy Valentines Day!
- 13-15 - Task Force on Payroll Projections, at HQs
- 18 - President's Day Holiday
- 19 - POC Toastmasters, 12-1, 4th Flr. conf. rm.
- 20&21 - BLOOD DRIVE--We Need You!
- 24-26 - FRAC National Conference, Arlington, Virginia
- 25-3/1 - Regional Personnel Officers Meeting, New Orleans, LA
- 27 - Potluck Luncheon for Black History Month
- 28 - CPR Training (get those 182's in!)